

Associated Students
of Colorado State University
Lory Student Center, Room 109
Fort Collins, Colorado 80523-8033
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**BILL #4001
2010-2011 ASCSU CABINET JOB DESCRIPTIONS PART II**

SPONSORED BY: Ben Weiner, Senator, College of Natural Sciences; Taylor Jackson, Senator, College of Engineering; Amy Lamb, Director, Public Relations; Samantha Raso, Director, Department of Community Diversity and Student Engagement

WRITTEN BY: Ben Weiner

ENDORSED BY: Ben Weiner

WHEREAS: The student body at large is familiar with the name Diversity and Outreach; and, the role of this position is focused primarily on outreach to marginalized communities

WHEREAS: The name covers the responsibilities of said department, making the recent change to its name confusing to the student body and unnecessary.

THEREFORE BE IT HEREBY ENACTED

That the Cabinet job descriptions for the department of Community Diversity and Student Engagement, be amended to read:

ASCSU DIRECTOR OF DIVERSITY AND OUTREACH
JOB DESCRIPTION—2010-2011

Applicants shall be members of ASCSU at the time of appointment, and shall have a cumulative GPA of no less than 2.00. Applicants shall also remain enrolled as a student throughout the regular academic year.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, and the ASCSU Chief of Staff.

DUTIES:

1. Attend the ASCSU Fall, and Spring transition retreats, and any other professional trainings as required by the ASCSU President and ASCSU Vice President.
2. Attend weekly ASCSU Executive Cabinet meetings held at 5:30 p.m. on Wednesdays.
3. Attend Senate weekly, 6:30 p.m. on Wednesdays, as an ex-officio member and present weekly reports to the Senate regarding your actions as a Director. If you cannot make the meeting, or must leave early, inform ASCSU President, Vice President, or Chief of Staff of the reason for your absence.
4. Attend the weekly ASCSU Senate Standing Internal committees and advise the committee on departmental activities.
5. Keep at least 8 regularly posted office hours throughout the regular work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total of 20 hours per week).
6. Plan and organize monthly student engagement opportunities to connect the ASCSU Vice President and ASCSU President to students (town hall meetings, forums, etc.).
7. Meet weekly with the ASCSU Vice President, ASCSU President or Chief of Staff.
8. Submit an electronic copy of your Director Report including important dates, volunteers needed, and general report items every Monday.
9. Work with SLiCE in assisting the development and operations of RamLink
10. Hold weekly department meetings with your assistants and make sure they are adhering to their job descriptions; collect which student org events they go to and put into your Director's report.
11. Complete evaluations with the ASCSU President and Vice President twice per semester to be scheduled during regular office hours.
12. Write end-of-semester and end-of-year reports.
13. Maintain a work area that is conducive to an aesthetically pleasing office environment.
14. Perform any other duties as required by the ASCSU Vice President & ASCSU President.
15. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
16. Attend at least eight programs a semester put on by a student organization, where at least three of such programs are put on by a cultural center/resource office on campus.
17. Work with ASCSU Vice President to maintain relationships with cultural centers and resource offices on campus, attend monthly meetings at these offices with their staff.
18. Coordinate and facilitate communication and events through the Advocacy Offices and ASCSU at Cabinet, Senate, and other key committees and meetings.
18. Sit on planning committees for retreats awareness days and celebrations. (Cesar Chavez Day, Martin Luther King Jr. Day, Students of Color Retreat, Multicultural Leadership Retreat, T'BGLAD week, Disability Awareness Days, etc.).
19. Serve on at least one committee or assist in the coordination of an event or program with each of the advocacy offices a minimum of one time each academic year.
20. Oversee the Co-Chairing of the Diversity Advocate Council (DAC).
21. Work to provide diversity training to branches of ASCSU.
22. Work with Senate members to address student concerns and university issues through legislation.
23. Work on student initiatives and increasing student voice within ASCSU and at CSU.

24. Actively seek non-traditional students, international students, and diverse students to aid in their programming as well as seek their involvement in ASCSU.
25. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere, and responsible manner.
26. Be available to assist and support the Associated Students of Colorado State University and the students of Colorado State University above and beyond the duties as described herein.

DUTIES:

1. Attend the ASCSU Fall and Spring transition events, any other professional trainings as reported by the ASCSU President and Vice President.
2. Attend ASCSU Executive Cabinet meetings twice a month held at 7:30 p.m. in the West Campus.
3. Report department activities and events at cabinet and Senate meetings in the presence of the Director of Diversity and Outreach.
4. Keep at least 4 regular, unpaid office hours throughout the regular work week. Work is to be done in order to fulfill job duties (amounting to a maximum total of 8 hours per week).
5. Attend weekly department meetings with the Director of Diversity and Outreach.
6. Coordinate responsibilities with the ASCSU President and Vice President based on requests to the schedule during regular office hours.
7. Work with the Director to write end-of-semester and end-of-year reports.
8. Maintain a work area that is conducive to an academically pleasing office environment.
9. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
10. Attend at least four program seminars per year on a regular basis or by a special occasion, while at least two of such programs are put on by a cultural center on campus; report these programs to your Director.
11. If in the Director of Diversity and Outreach position, perform the duties of his/her job in the coordination of such and services (forums, advocacy fairs, roundtables, etc.).
12. Co-Chair the Diversity Advisory Council (DAC) along with the other Vice Chair, Director of Diversity and Outreach.
13. Actively recruit for members of the DAC from Black Student Services, Asian/Pacific American Services, and other student services and BI-Centers.
14. Hold twice a month meetings with DAC.
15. Act as a direct liaison between DAC, Black Student Services, Asian/Pacific American Services, and BI-Centers.
16. Act in compliance with the ASCSU Constitution, be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere, and responsible manner.
17. Be available to assist and support the Associated Students of Colorado State University and the students of Colorado State University above and beyond the duties as described herein.

ASCSU ASSISTANT DIRECTOR OF DIVERSITY AND OUTREACH A
JOB DESCRIPTION—2010-2011

Applicants shall be members of ASCSU at the time of appointment, and shall have a cumulative GPA of no less than 2.00. Shall also remain enrolled as a student throughout the regular academic year.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, and the Director of Diversity and Outreach.

DUTIES:

1. Attend the ASCSU Fall, and Spring transition retreats, any other professional trainings as required by the ASCSU President and Vice President.
2. Attend ASCSU Executive Cabinet meetings twice a month held at 5:30 p.m. on Wednesdays.
3. Report department activities and events at cabinet and Senate meeting in the absence of the Director of Diversity and Outreach.
4. Keep at least 4 regularly posted office hours throughout the regular work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total of 8 hours per week).
5. Attend weekly department meetings with the Director of Diversity and Outreach.
6. Complete evaluations with the ASCSU President and Vice President twice per semester to be scheduled during regular office hours.
7. Work with the Director to write end-of-semester and end-of-year reports.
8. Maintain a work area that is conducive to an aesthetically pleasing office environment.
9. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
10. Attend at least four programs a semester put on by a student organization, where at least two of such programs are put on by a cultural center on campus; report these programs to your Director.
11. Help the Director of Diversity and Outreach perform the duties of his/her job in the coordination of such said services (forums, advocacy mixers, roundtables, etc.).
12. Co-Chair the Diversity Advocacy Council (DAC) along with the other Assistant Director of Diversity and Outreach.
13. Actively recruit for members of the DAC from Black Student Services, Asian/Pacific American Student Services, Native American Student Services, and El-Centro.
14. Hold twice a month meetings with DAC.
15. Act as a direct liaison between DAC, Black Student Services, Asian/Pacific American Student Services, Native American Student Services, and El-Centro.
16. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere, and responsible manner.
17. Be available to assist and support the Associated Students of Colorado State University and the students of Colorado State University above and beyond the duties as described herein.

ASCSU ASSISTANT DIRECTOR OF DIVERSITY AND OUTREACH B
JOB DESCRIPTION—2010-2011

Applicants shall be members of ASCSU at the time of appointment, and shall have a cumulative GPA of no less than 2.00. Shall also remain enrolled as a student throughout the regular academic year.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, and the Director of Diversity and Outreach.

DUTIES:

1. Attend the ASCSU Fall, and Spring transition retreats, and any other professional trainings as required by the ASCSU President and Vice President.
2. Attend ASCSU Executive Cabinet meetings twice a month held at 5:30 p.m. on Wednesdays.
3. Report department activities and events at cabinet and Senate meeting in the absence of the Director of Diversity and Outreach.
4. Keep at least 4 regularly posted office hours throughout the regular work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total of 8 hours per week).
5. Attend weekly department meetings with the Director of Diversity and Outreach.
6. Complete evaluations with the ASCSU President and Vice President twice per semester to be scheduled during regular office hours.
7. Work with the Director to write end-of-semester and end-of-year reports.
8. Maintain a work area that is conducive to an aesthetically pleasing office environment.
9. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
10. Attend at least four programs a semester put on by a student organization, where at least two of such programs are put on by a cultural center on campus.
11. Help the Director of Diversity and Outreach perform the duties of their job in the coordination of such said services (forums, advocacy mixers, roundtables, etc.).
12. Co-Chair the Diversity Advocacy Council (DAC) along with the other Assistant Director of Diversity and Outreach.
13. Actively recruit for member of the DAC from Gay-Lesbian-Bisexual-Transgender Student Services, Council of International Student Affairs, Off-Campus Student Services, and Disable Student Services.
14. Hold twice a month meetings with DAC.
15. Act as a direct liaison between DAC, Gay-Lesbian-Bisexual-Transgender Student Services, Council of International Student Affairs, Off-Campus Student Services, and Disabled Student Services.
16. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere, and responsible manner.
17. Be available to assist and support the Associated Students of Colorado State University and the students of Colorado State University above and beyond the duties as described herein.

17-0-0 (by unanimous consent)

09/22/2010

PASSAGE

DATE

9/27/2010

PRESIDENT COOPER ANDERSON

DATE

DUTIES:

1. Attend the ASCSU Fall and Spring position retreats and any other professional trainings as requested by the ASCSU President and Vice President.
2. Attend ASCSU Executive Cabinet meetings twice a month held at 7:30 am on Wednesdays.
3. Report position activities and events at cabinet and senate meetings in the presence of the Director of Diversity and Outreach.
4. Keep at least 1 regularly posted office hours throughout the regular work week. Work as many extra hours as needed to fulfil job duties (compensating to a maximum total of 8 hours per week).
5. Attend weekly department meetings with the Director of Diversity and Outreach.
6. Complete evaluations with the ASCSU President and Vice President those pre arranged to be scheduled during regular office hours.
7. Work with the Director to write end-of-semester and end-of-year reports.
8. Maintain a work area that is conducive to an aesthetically pleasing office environment.
9. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
10. Attend at least four programs a semester put on by a student organization, which at least two of them programs are put on by a cultural center or campus organization.
11. Help the Director of Diversity and Outreach to perform the duties of the job in the coordination of such staff services: forums, advocacy mixer, roundtables, etc.
12. Co-Chair the Diversity Advisory Council (DAC) along with the other Asst. Director of Diversity and Outreach.
13. Actively recruit for members of the DAC from Gay-Lesbian-Bisexual-Transgender Student Services Council of International Student Affairs, Off-Campus Student Services, and Disabled Student Services.
14. Hold twice a month meetings with DAC.
15. Act as a liaison between DAC, Gay-Lesbian-Bisexual-Transgender Student Services Council of International Student Affairs, Off-Campus Student Services, and Disabled Student Services.
16. Act in compliance with the ASSEBU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University's various duties in an effective manner.
17. Be available to assist and support the associated students of Colorado State University and the needs of Colorado State University and beyond the duties as described herein.